



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

## DCF Building Entry Protocol

Issued: July 6, 2021

Updated: October 18, 2021

On Friday, June 4, 2021 Governor Murphy officially terminated the public health emergency, in part because of the critical tools the state has gained over the past 15 months, including greater knowledge of appropriate mitigation protocols, enhanced awareness of how the virus functions, and, most importantly, access to an effective vaccine. In accordance with the termination of the public health emergency and consistent with the requirements of [Executive Order 192](#), effective July 6, 2021, the following will apply:

### **Health Screening & Building Entry**

- Security Personnel will be at the main entrance to each building. Health and safety messaging will be posted at building entry points advising staff and visitors that by entering a DCF building, they are affirming that they are not symptomatic, been exposed to someone who is positive for COVID-19 or under a quarantine order.
- All staff, regardless of vaccination status, shall [self-screen](#) prior to reporting to any DCF work location or job assignment. Staff with any of the listed COVID-19 symptoms should immediately notify their Supervisor and OHR at [DCFHumRes@dcf.nj.gov](mailto:DCFHumRes@dcf.nj.gov) or (609) 480-1061 Monday– Friday, between the hours of 8:00 AM. and 4:00 PM. Employees who are not permitted to enter the worksite based on their answers to the questionnaire **cannot** return to the worksite until they have contacted OHR, received further guidance regarding medical documentation requirements, provided all required documentation and have been cleared to return to work by a healthcare provider.
- All staff and visitors will be asked to wear cloth or disposable face masks indoors in state executive branch offices, except where the individual is under two years of age, or at which time it is impracticable for an individual to wear a face mask (e.g., eating, drinking).
  - Staff may remove face masks if they are eating or drinking or when situated in a room alone.
  - The PPE Coordinators and the Office of Facilities and Support Services will continue to make face masks, face shields and goggles available to staff and visitors upon request.

- In-person meetings are permitted as long as social distancing is able to be maintained. If social distancing is not possible, activities such as case consultations, supervisory meetings and staff meetings should be held via remote technology.
- DCF will deny entry to the worksite to any staff member who declines to wear a face mask, except when doing so would violate state or federal law. DCF is permitted to require employees to produce medical documentation supporting claims that they are unable to wear a face mask because of a disability. Consistent with the Americans with Disabilities Act (“ADA”) and/or New Jersey Law Against Discrimination (“NJLAD”), DCF will work to determine if a reasonable accommodation can be provided to the staff member. Please contact the Office of Human Resource ADA office at [DCF.ADA@dcf.nj.gov](mailto:DCF.ADA@dcf.nj.gov) for additional information.
- DCF will deny entry to any visitor who declines to wear a face mask, except when doing so would violate state or federal law. DCF may be required to provide a visitor who declines to wear a mask due to a disability a reasonable accommodation pursuant to the ADA and/or NJLAD, unless doing so would pose an undue hardship to DCF’s operations. Please contact the DCF Office of Legal Affairs at (609) 888-7222 for additional information.
- DCF asks that staff practice regular hand hygiene, particularly when employees are interacting with the public. Employees should wash their hands frequently and make use of hand sanitizer.
- Employees and visitors to DCF facilities will have access to shared cleaning and sanitization materials upon request.
- DCF will continue to regularly clean and disinfect all high-touch areas, including state vehicles.

***\*\*\*If you feel unwell, please stay home\*\*\****

**If you are not feeling well, please stay home and consult with your healthcare provider. If your illness is determined to be COVID-19 related, please update your supervisor/manager and the [Office of Human Resources](#) accordingly and stay at home until you receive approval from your healthcare provider to return to work.**